

Sample Rejection Letter

[Your Name]
[Street Address]
[City, ST ZIP Code]
October 21, 2015
[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

It is with great pleasure that I recommend Annik Stahl. I have known her for twenty years.

Annik has always displayed a high degree of integrity, responsibility, and ambition. She is definitely a leader rather than a follower. In addition to her excellent scholastic accomplishments, she has proven her leadership ability by organizing a hockey league in North Dakota to provide young people an opportunity to compete and learn good sportsmanship.

She is also a most dependable team player. Her good judgment and mature outlook ensure a logical and practical approach to her endeavors.

Annik would be an asset to any organization, and I am happy to give her my wholehearted endorsement.

Sincerely,
[Your Name]
[Title]